

## **Minutes from the September 15, 2004**

### **Printing and Mail Managers Exchange Forum Teleconference**

Twenty-nine individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

### **Comments/Additions to last Months Minutes**

No corrections were made to the June 2004 Teleconference Minutes

Dallas Woodruff, Headquarters opened the meeting by thanking the group for participating in the teleconference. Dallas also encouraged the group to assist Headquarters in the way of submitting meeting topics for discussion.

### ***Mail Agenda items .....***

#### **National Postal Forum**

Al Majors, Headquarters informed the group that the National Postal Forum is scheduled to begin in Washington, DC on September 19 – 22<sup>nd</sup>. Mr. Majors asked the group if anyone would be attending the forum. No one said they would be attending. *Thomas Clinkenbeard, NNSA Service Center, Albuquerque contacted Dallas Woodruff during early part of September to say that he would be attending the forum.*

#### **Update on the Mail Regulations Reporting Requirements**

Al Majors informed the group that he recently attended a meeting at the General Services Administration (GSA) in regards to finalizing the requirements for the Mail Management Report. Mr. Majors said he does expect a few changes in what would be required and he anticipates having the final version to discuss with the group by the next teleconference meeting. Linda Adams, Savannah River Site asked Mr. Majors what is the anticipated date the Data Call for the Mail Profile Report would be sent to the sites. Mr. Majors indicated late October or early November. The date the information is due to Headquarters has not been determined, but the due date to the GSA is March 30<sup>th</sup>, 2005.

Roger Holt, Oak Ridge Operations Office asked Mr. Majors what is the due date on converting to the new postal mail meters. Mr. Majors stated that all new postal meters must be installed by October 2006.

#### **Correctly Addressing Internal Pouch Mail**

Mr. Majors informed the group that he recently received some incoming pouch mail that had not been addressed correctly. Mr. Majors also said the Pouch mail would arrive to the addressee

quicker when addressed correctly. Mr. Majors encouraged the group to make sure all pouch mail is addressed properly because it would eliminate extra work on the mail staff in regards to processing the items.

Tony Toliver, Western Area Power Administration asked whether or not any new postal rate increases would take effect in the future. Mr. Major said he there has been some talk about a proposed rate increase, however, at this time nothing has been confirmed.

Patty Kelly, National Energy Technology Laboratory informed the group that the Pitney Bowes Co. is charging taxes and other fees on purchasing and or leasing the new postal meters. Patty also said that her site is trying to correct all the overcharging. Mr. Majors said he would contact the Pitney Bowes, Washington, DC representative for assistance to help clear up that matter.

### ***Printing Agenda Items.....***

#### **FY 2004 Three-Year Plan to Congress**

Dallas Woodruff, Headquarters informed the group that he is currently updating the instructional book to be mail out to the sites. Mr. Woodruff is experiencing problems updating the charts for the book because they were created in Word Perfect many years ago. Word Perfect is no longer being used at Headquarters. However, he does expect to begin sending the data files to sites during the 2 week of October. Sites are encouraged to submit the Narrative portion of the Three-Year Plan as a Word file attachment. Jim Bullian, Bettis Atomic Power Laboratory said Headquarters really needs to look for a new application for collecting the data for the Three-Year Plan. Mr. Woodruff stated that Headquarters is aware that the current application is out dated and needs to be replaced.

Tony Toliver, Western Area Power Administration and Henry Johnson, Los Alamos Site Office and others expressed the need for Headquarters and the Sites to partner together on developing a new application for collecting the data. Some members of the group agreed to assist in locating individuals with experience in Excel Spreadsheet and other applications that may be utilized for data collecting.

#### **Proposed Changes at the Government Printing Office in the Manner Work is to be Procure**

Dallas Woodruff informed the group the new Compact Agreement between GPO and the Office of Management and Budget was to have been offered nationwide to government agencies beginning October 1, 2004. However, since the Department of Labor has been experiencing major problems when utilizing the Web-base ordering system, GPO has delayed implementing the new process nationwide. GPO is in the process of developing a new Web-base application. This will delay the releasing of Compact for use by other government agencies. No new scheduled date has been announced.

Once the new procurement method system is available to nationwide it would be authorized for use in a tier approach.

Other proposed procurements changes at GPO include agencies dealing directly with vendors for work orders under \$1000.00. Work costing above \$1000 - \$9,999 the agency would be required to contact three vendors as similar to the SPA. Work costing above \$10,000 to \$100,000 would be procured on the new Compact Agreement. GPO's goal is to have agencies deal directly with vendors on low dollar work. Convenience copying contracts was also talked about as a proposed change. The contracts would be used for \$0 to \$5,000 for quick turnaround printing and also agencies would be allowed to use purchase cards to purchase printing. These are just some of the proposed changes that may take place at GPO.

Linda Adams, Savannah River Site asked whether or not GPO is planning to raise the spending limit of \$2,500 on using the SPA. Mr. Woodruff replied that GPO is considering raising the spending limit.

### **Business Card Term Contract**

Dallas Woodruff informed the group that sites currently using the Headquarters business card term contract would need to submit a Standard Form One (SF-1) requisition to GPO that has an FY 05 requisition number prior to October 1, 2004 in order to continue using the term contract. GPO would then provide the site with a new jacket number.

No Question was asked on this topic.

### **Attendance**

National Renewable Energy Laboratory  
Savannah River Site  
Legacy Management  
National Security Complex Y-12 (2)  
Western Area Power Administration (2)  
Grand Junction Office (2)  
West Valley Nuclear Services  
Los Alamos Site Office (2)  
National Energy Technology Laboratory  
Pittsburgh Naval Reactors Office

Oak Ridge National Lab  
Floyd Fernald Lab.  
Bechtel Nevada  
Knoll Atomic Power Laboratory  
Berkeley Site Office  
Oak Ridge Operations Office (5)  
Headquarters (2)  
Nevada Site Office  
Brookhaven National Laboratory (2)